

Draft



**DIRECTORATE OF RESOURCE MANAGEMENT
MANPOWER & FORCE ANALYSIS DIVISION**

INTEGRATED MANNING DOCUMENT USER GUIDE

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1. INTRODUCTION

1.1. BACKGROUND

The Integrated Manning Document (IMD) is the official HQUSACE source for near real-time corporate-level manpower position and organization data. It was developed in response to recommendations made in an audit report by the Inspector General and expressed needs of manpower officers in the field. HQUSACE relies on the MSC/FOA manpower officers to maintain the data in IMD as a source for reporting manpower position and organization data. The IMD also serves field users with a vehicle for generating local manning information reports.

1.2. THE IMD DATABASE

The system consists of a corporate ORACLE database and HQUSACE-owned web-enabled editing, reporting and querying tools. Each USACE activity level Resource Management Office is responsible for timely updating and maintenance of their records in the database.

1.3. ABOUT THE SYSTEM

1.3.a. DESIGN

The IMD is an ORACLE database stored on WPC21, a CEEIS-owned server. The database structure and contents are designed to accommodate creation of the HQDA TAADS (The Army Authorization Documentation System) and FAIR Act (Federal Activities Inventory Reform Act) submissions. A list and description of the data fields is provided in Appendix A. The IMD also provides several optional fields to accommodate field users with a vehicle for maintaining local manning information. The database consists of:

- ❑ User-maintained tables – the IMD, Paragraph, and TAADS
- ❑ CERM-M maintained administrative tables – AMS, MDEP, Remarks and etc.

1.3.b. FUNCTIONALITY

In its current configuration, the IMD can be viewed as two interrelated system processes. 1) Table and Data Maintenance using SilverJRunner software and, 2) TAADS and Reports generation using COGNOS Upfront.

1.4. COMPUTER REQUIREMENTS

- ❑ Hardware:
 - Pentium processor or better running Windows 2000/NT
 - 64 MB RAM
- ❑ Software:
 - Internet Explorer 5.0 +
 - Netscape 4.7 is available for download via the HQ ftp server at <ftp://ftp.usace.army.mil/Incoming/CERM-M/IMD> (this version is currently required for reports – see section on software enhancements)
 - Adobe Acrobat Reader 4.0 +

SilverJRunner (17 MB hard disk space required) – available for download via the Manpower ftp site at <ftp://ftp.usace.army.mil/Incoming/CERM-M/IMD>. See the SETUP manual, also available at the above ftp site.

- ❑ A Windows Screen Setting of 1024 x 768 is recommended, however a lower resolution may be used.

2. ACCESS TO THE IMD

2.1. OBTAINING PERMISSIONS

Persons wishing to gain access to the IMD must send an [e-mail message](#) to the CERM-M IMD POC, (Leanne Layne, 202-761-4250) containing the following information:

- ☐ Your name
- ☐ Your office symbol
- ☐ Your telephone number, and
- ☐ Your CEEIS (CEFMS) USERID

Once permissions have been set, a return email message will be sent to the requestor containing a temporary password, protocol instructions, and procedures to download the [SilverJRunner application](#) from the IMD server along with a desktop ICON for launching the application.

2.2. REVOCATION OF USER PERMISSIONS

Each USACE Resource Management office is responsible for notifying the IMD POC when an authorized user no longer requires access to the IMD, so the authorities may be revoked. This process will be necessary until UPASS can be incorporated.

2.3. FORGOTTEN PASSWORDS

Should a user forget their password, contact the IMD POC for assistance.

2.4. DOCUMENTATION AND HELP FEATURES

In addition to this User Guide, information resources are available on the [IMD Help Page](#) accessible through the **Help** button on the IMD screen.

2.5. SOFTWARE ENHANCEMENTS

It is the express desire of CERM-M that the IMD ultimately serves as the tool of preference over local applications by manpower officers in conducting their position management activities. To achieve this, a process development team has been formed to review the application and identify functional enhancements leading toward this end. However, severe funding limitations have delayed implementing many proposed enhancements. As enhancements are deployed, manpower officers will be informed and this document will be updated to reflect the changes.

In addition, a user group has been formed to address many day-to-day aspects of the IMD. Group meetings are normally held during the annual manpower training session. Submit all software problem reports and desired system enhancements to Ed Davis (CERM-M) for consolidation and prioritization.

Planned Enhancements include: Replacement of COGNOS Upfront with OFA permitting use of current version Netscape and Internet Explorer, use of UPASS for system access, automatic update of DCPDS/CEFMS available data (name, org code, AMS, grade, salary etc.), automated PERLIN renumbering routine, and the ability to shrink the screen.

Development of an efficient means for insuring data integrity is also a priority interest. This includes AMS/MDEP/Function Code.

3. IMD MAINTENANCE

3.1. REGULATORY UNDERSTANDING

To properly process data into the IMD, users should be familiar with HQDA guidance regarding Tables of Distribution & Allowances (TDA's) and the Federal Activities Inventory Reform Act (FAIR). This and other relevant guidance is available from the IMD Help menu containing the following resources:

- ❑ [DA Pamphlet 570-5](#): The Army Functional Dictionary – Manpower
- ❑ [AR 570-4](#): Manpower Management
- ❑ [The USACE MDEP](#) Dictionary
- ❑ [CAFC](#) Dictionary
- ❑ The USACE [Consolidated Command Guidance](#)
- ❑ [AR 71-32](#): Force Development and Documentation – Consolidation Policies
- ❑ [AR 37-100-XX](#): The Army Management Structure
- ❑ [Fair Act User Guide](#)
- ❑ [Circular A-76](#)
- ❑ [TADDS](#) Force Development and Documentation— Consolidated Policies

3.2. LOGGING INTO THE IMD

The IMD administrator will provide each new user a desktop ICON for easy start of the IMD



logon program tied to the SilverJRunner application on the user's computer. Pending implementation of UPASS procedures, upon accessing the IMD for the first time, users are asked to change their temporary password to their Oracle CEFMS password.

LOGON steps are:

- ❑ Double-click the **IMD** ICON
- ❑ Enter your CEFMS USERID
- ❑ Enter your IMD password (case sensitive)
- ❑ Click Logon

3.3. SOFTWARE SKILLS

No programming or specialized skills are required to successfully use the IMD efficiently. First time and novice users should find the IMD to be an intuitive system for navigation and information management. However, for data integrity the user should be familiar with the parameters of certain data elements. The help button provides access to a variety of information resources, some of which are provided in the Appendices of this manual.

3.4. THE IMD DATA MAINTENANCE SCREEN

Once logged on, the main IMD maintenance screen will appear. This form permits the user to add, modify and delete individual position records. It is important the user become acquainted with the descriptions, field size limits and field syntax prior to entering data into the IMD, particularly for the Paragraph Number, Personnel Line, and Occupation Series. Although several data validation edits have been built into the maintenance form, they are not all inclusive. A data dictionary is provided at Appendix A.

3.5. MAINTENANCE SCREEN ELEMENTS

3.5.a. TOOL TIPS

All buttons and data entry boxes have ***Tool Tips*** that provide expanded descriptions of the items. To view a tool tip, position the cursor on or in the item, and hold it still until the tool tip appears. The upper portion of the screen is the "Search" area. Below it is the mid-screen window. The lower part of the screen is the record-editing window.

3.5.b. MENU BAR

The menu bar is located at the bottom of the maintenance form. Labels are self-explanatory but do have **tool tips** for additional information.

3.5.c. SAVING EDITED RECORDS

Upon creating or modifying a record, it must be saved prior to moving on to create or modifying another record, otherwise your changes will be discarded. For multiple record editing capabilities read the section on Quick Edit.

3.5.d. FIELD NAVIGATION

Movement through the maintenance form fields may be accomplished using the tab key, shift tab, or by mouse click in the desired field.

3.5.e. GETTING STARTED

The IMD Position Maintenance Form is primarily based on data entry. However, recent and upcoming enhancements provide many more fields with dropdown selection capabilities reducing the possibility of key entry errors. Care must be taken to ensure that information entered is accurate and consistent, e.g. Civil UIC with Civil AMS. Although most IMD forms automatically convert text to UPPER CASE, we have found that a few do not. For readability and continuity in presentation, you are asked to ensure all data is posted in upper case form.

Figure 1. IMD Maintenance Form

Edit IMD Data [User = U4RMFEEM MSC = ERDC Parno = ALL]

Select MSC/FOA/CTR: ERDC - US ARMY ENGINEER RESEARCH & DEVELOPMENT CENTER

Select Parno: Clear Parno

Ca Funct Code: Clear CAFC

Search

UIC	Parno	Pers Line	Position Title	Employee	Auth Grade	Occ Spec or Series
W2R2AA	004E	05	ACCOUNTING TECH	COLE CECILIA C	03	00525
W2R2AA	004E	06	ACCOUNTING TECH	TRULY JOAN M	03	00525
W2R2AA	004F	01	MGMT AND PGM ANAI	MCFERRIN ELVIN E	04	00343
W03GAA	004F	02	MGMT ANALYST	ALDRIDGE NEWTON E	04	00343

Click on record you would like to edit. No of Records Retrieved = 2471.

MSC: ERDC UIC: W2R2AA Para Number: 004F Pers Line: 01 SupvStaco: 2

AMSCD: 131796U00 SWCCD: ODB MDEP: QFMC Identity Code: C MMC: X CA Funct Code: Y245

SF52 #: SF52 NoA: 1 Req Str: 1 Auth Str: 1 Act Str: 1 Meo Str: 1

PRMK1: PRMK2: PRMK3: CB PRMK4: PPSST: F PSIRQ: C PPSRQ: Y

Reserved Fair: SF52 Rmk: Pos Rmk: GRV06560 Empl Rmk: Misc Rmk: MCFEE8258

Subcofo: Fair Rmk: Detail Rmk: MGMT DECISION

Empl Name: MCFERRIN ELVIN E Step: Salary: Pay Basis: PA

Pos Title: MGMT AND PGM ANALYST Pos Tenure: FTP Branch/Pay Plan: DJ ASI:

Occ Spec or Series: 00343 Auth Grade/Rank: 04 Actual Grade: 04 Org Code: U4B0D00 Fund Type: M FTE: 1

Duty Station Code: 282690149 Duty Location: VICKSBURG, MS

New Delete Save Edit Parno Renumber Perlin Organizational Realignment Quick Edit Help Quit

Definition of each form field is available at [Appendix K](#)

3.6. ADD A RECORD

Using the New button clears the screen leaving only the MSC field populated. Fill in all applicable fields. Click the Save button while the record is active to store it.

3.7. QUERYING RECORDS

To begin the editing session, use the dropdown arrow at the top of the form to import all records of the selected MSC. This set can then be narrowed to a district or the MSC Headquarters using the "Select PARNO" dropdown and picking the paragraph lead number. Click the Search button to execute the query. The retrieved records will be displayed in the mid-screen window at the center of the form. Using the CA Function Code dropdown will facilitate narrowing the mid-screen window list to a specific CAFC.

3.8. EDITING RECORDS

3.8.a. SELECTING RECORDS

Locate and click on the desired record to edit by scrolling through the mid-screen record set. This will highlight the record and display its data in the editing section of the form. An error

message will be displayed for each required field that has not been populated. See Appendix A for additional information.

3.8.b. PICK-LIST FIELDS

Data fields containing a dropdown arrow are limited to those values in the list. Code definitions are provided for most dropdown lists in the Appendices of this user guide.

3.8.c. DATA ENTRY FIELDS

These fields permit both typing and paste functions. However, all fields have size limitations. An error message will be generated if an entry exceeds the limitation. See Appendix A for more information.

3.8.d. SAVING CHANGES

Click the **Save** button while the record is active. Upon saving, form edits will check to ensure all required fields are populated, size limits have not been violated, and to insure that the transaction will not result in creation of a duplicate Personnel Line Number in the Paragraph. A confirmation message or specific error message will be generated upon completion of the routine.

3.9. DELETING RECORDS

Use the same selection process above, highlight the desired record in the mid-screen window and click the delete button. **NOTE** - the record is deleted immediately. A confirmation message will appear. Click OK to close the message window. **An IMD Problem report has been submitted to add a verification pop-up.**

3.10. THE QUICK EDIT FORM

3.10.a. ABOUT QUICK EDITING

This screen features the ability to update multiple records in a paragraph as one session, to move among the records using navigation buttons, and to search for records meeting specified criteria within a paragraph. Upon clicking the save button, all records are stored simultaneously. This screen is a highly efficient tool to use when performing high volume changes, such as salary changes.

3.10.b. DIFFERENCES FROM THE STANDARD EDITING FORM

There are three significant differences between the record editing functionality in the main IMD edit screen and the Quick Edit screen:

- ❑ In the Quick Edit Screen the user may not edit the Paragraph Number or the Personnel Line Number;
- ❑ In the Quick Edit screen the user does not have to save each modified record individually; and
- ❑ In the Quick Edit screen the edit routine is run when the user clicks one of the navigation buttons – the record currently "up" on the screen is subjected to the edit routine, whether or not the user has made changes to the record.

Figure 2. Quick Edit Form

Quick IMD Edit Screen

Quick Edit and Copy Screen

MSC ERDC		UIC W2R2AA		Para Number 004F		Pers Line 01		SupvStaco 2		AMSCO 131796U00		SWCCD ODB		MDEP QFMC		Identity Code C		CA Funct Code X		Y245					
SF52 #		SF52 NoA		Req Str 1		Auth Str 1		Act Str 1		Meo Str		Empl Name MCFERRIN ELVIN E				Step		Salary		Pay Basis PA					
PRMK1		PRMK2		PRMK3 CB		PRMK4		PPSST F		PSIRQ C		PPSQR		Pos Title MGMT AND PGM ANALYST				Pos Tenure FTP		Branch/Pay Plan DJ		ASI			
Reserved Fair		SF52 Rmk		Pos Rmk GRV06560		Empl Rmk		Misc Rmk MCFEE8258		Occ Spec or		Auth		Actual		Grade/Rank 04		Grade 04		Org Code U4B0D00		Fund Type M		FTE 1	
										Duty Station Code 282690149		Duty Location VICKSBURG, MS													

3.10.c. SELECTING A RECORD SET

Use the same procedures to select a record set described in Para. 3.8 above. Highlight any record in a paragraph number of interest. Click the **Quick Edit** button on the IMD toolbar to open the Quick Edit/Copy Screen where the first record in the paragraph will appear in the edit window. The user now has access to all records contained in that paragraph number.

Move to the desired record for editing using one of the following two options:

- ❑ Click the appropriate **navigation button** (First Record, Previous Record, Next Record, Last Record) until the desired record appears in the editing window, or
- ❑ Click **Find Mode**. (Note: *Whenever the Find Mode button is used, the user will automatically be given the opportunity to save changes made. If any changes were made and not saved this time, the changes will be lost.*)
- ❑ Navigate through the records until all editing has been completed. **Save** and then **Quit** to return to the main edit screen. To see the changes reflected in the mid-screen window *you must refresh the records by executing a new search.*

3.10.d. FIND RECORD/SEARCH

When selecting this option, the screen will clear except for values in the MSC and Para Number boxes. Enter the appropriate search criteria to locate a specific record or to narrow the record set (e.g., you may limit the record set to the record having PERLIN = 25, or limit the record set to all records in the paragraph having MDEP = ENVR and/or Pos Tenure = FTP). Once the criterion is defined, click **Search** to display the records in the Paragraph meeting the search criteria.

- ❑ Note: to remove the search criteria, click **Find Mode** and then **Search**. This cancels the search criteria and makes all the records in the paragraph available for editing again.

3.10.e. THE COPY (RECORD) FORM

This function provides users a capability to duplicate an existing record within a paragraph and use the duplicate record for a new position record within the paragraph. The Copy Screen is accessed through the **Quick Edit Screen**.

- ❑ Use the procedure described above for selecting a record to modify in the Quick Edit screen for duplication, and then click the Quick Edit icon on the toolbar.
- ❑ A new record will appear in the edit screen. Enter the PERLIN number, strength data, and make any other necessary changes to the record. **Note** – required fields must be completed for record acceptance (e.g. CAFC & MMC). **Save** the record when you have finished.
- ❑ **Quit** to return to the main edit screen. To see the changes in the mid-screen window execute a new search to refresh the records. **Tip** – you can also click on another mid screen record and then back to the edited record to see the change.

4. PARAGRAPH NUMBER MAINTENANCE

4.1. THE EDIT PARNO SCREEN

This form is provided for the maintenance of Paragraph Numbers, add/delete paragraphs or revising their titles. It is important to keep this table current at all times as it is used to populate the dropdown lists on maintenance forms. Function Keys are self-explanatory.

4.1.a. DELETING A PARAGRAPH

Caution -if positions are assigned to a paragraph being deleted; you will be prompted to confirm the deletion. If confirmed, the system will delete the **Paragraph and all positions assigned to the paragraph**. If this is not your intent, click on the Cancel button to close the screen.

4.1.b. ADDING A PARAGRAPH

Using the “Select PARNO” dropdown, pick the paragraph lead number and click the search button to retrieve the paragraph records. Click the Add button, then change the paragraph number to the new paragraph and add the Paragraph Title and save the record.

Figure 3. Paragraph Number Maintenance

Edit IMD Parno

Edit Parno Data

Selection Criteria

MSC:

Select Parno:

Year:

MSC	Activity	Parno	Para Title
ERDC	ERDC	001	EXECUTIVE OFFICE
ERDC	ERDC	001A	COMMAND STAFF DIVISION
ERDC	ERDC	001B	OFC TECH TRANSFER & OUTREACH
ERDC	ERDC	001C	LAB PERSONNEL DEMO PROJECT C
ERDC	ERDC	001D	GRADUATE INSTITUTE
ERDC	ERDC	001E	JT&E PRGM SUPPORT OFFICE
ERDC	ERDC	001F	SADBU

5. ORGANIZATIONAL REALIGNMENTS

5.1. THE ORG REALIGNMENT SCREEN:

This screen was designed as a vehicle for realigning all positions under one Paragraph Number to another existing Paragraph Number. This action is a normal byproduct of Permanent Order based reorganizations. If the permanent order established a new organization code it is likely a new paragraph was also required as described in the preceding section.

Figure 4. Organizational Realignment

MSC	PARNO	PER LIN	Position Title	POSCO	Branch	Auth Gr
ERDC	004F	01	MGMT AND PGM ANALYST	00343	DJ	04
ERDC	004F	02	MGMT ANALYST	00343	DJ	04
ERDC	504F	03	MGMT ANALYST	00343	DJ	03
ERDC	004F	04	MANAGEMENT ANALYST	00343	DJ	03
ERDC	504F	05	MGMT ANALYST	00343	DJ	02
ERDC	004F	06	MANAGEMENT ANALYST	00343	DJ	02

5.1.b. FROM PARAGRAPH

Using the dropdown, select the paragraph all records are currently attached.

5.1.c. TO PARAGRAPH

Using the dropdown, select the paragraph all records are to be moved to.

5.1.d. EFFECT REASSIGNMENT

Click the **Show all affected PARNO** button to display all affected records with their current paragraph number assignments. Click the **Reassign** button. The records now appear with the revised Paragraph Number, sorted in ascending order, and by PERLIN number. Edit the PERLIN numbers as necessary to eliminate all duplicates. If necessary, review the HQDA rules for assigning Personnel Line Numbers. Save to complete the action.

5.2. PERLIN RENUMBERING

5.2.a. DID YOU KNOW

Although this form was not specifically designed for this, it is an effective tool for manually renumbering the line numbers within a paragraph. Follow the preceding steps for a reorganization, however, ensure that the **From Paragraph** and **To Paragraph** are the same paragraph number. In essence, changing the paragraph number to itself.

5.2.b. ASSIGNING THE LINE NUMBERS

Here is the trick to making it work.

- ✓ Set the **From Parno** to reflect the PARNO you want to renumber lines in.
- ✓ Set the **To Parno** to reflect the same PARNO as the From.
- ✓ Click the **Show all affected Parno's** button to display the records.
- ✓ Click the **Reassign** Button. You can't change the line numbers until this is done.
- ✓ Renumber the lines as you want them. An edit will preclude duplications.
- ✓ Click the **Save** button. You should see the records realign to your renumbered sequence.
- ✓ Click the **Quit** button. Refresh the file and you will find the line numbers have been changed.

6. CONTRACTED MANPOWER EQUIVALENTS (CMEs)

6.1. CME BACKGROUND

In the not too distant future, Army will require USACE to portray Contracted Manpower Equivalent (CME) positions in TDA and FAIR Act submissions. Total Army Analysis (TAA) Panels have already begun requiring this information. This section has been prepared to assist manpower personnel in determining type of positions and unique values that should be stored in the IMD when capturing CME positions. Refer all questions to Ed Davis or Leanne Layne.

6.2. WHAT ARE CME POSITIONS

Preliminary discussions indicate Army's definition of a CME (reportable contractor) is far reaching. To that end, Army has created a web site for reporting CME data at <https://contractormanpower.army.pentagon.mil>. Options are available to manpower for relying on the contractor to submit data or be transmitted by the Agency. Examples of CME positions captured in the IMD for space utilization purposes and potential reporting purposes are:

Reportable CME

- ☐ Persons who work alongside government employees performing common work
- ☐ Mail Room Personnel
- ☐ Janitorial Personnel

Not Considered a CME

- ☐ Grass Cutters or IMPAC procured service providers
- ☐ Emergency Repairmen (power, air, water)
- ☐ Construction workers

6.3. CME SPECIFIC DATA ELEMENTS

Although most data elements are common with a civilian employee, there are several required codes specific to CME positions. [See Appendix G](#) for additional coding information.

6.4. CEM (EMERITUS) DATA ELEMENTS

An Emeritus position is a position occupied by an individual who performs services for the agency without compensation based on a written agreement between the individual and the agency. Incumbents are generally retired senior executives who provide training and mentoring. [See Appendix G](#) for additional coding information.

7. DUAL HAT POSITIONS

7.1. CODING REQUIREMENTS

Nearly every organization has a small number of high visibility positions that an individual is assign to as a dual function. These positions are commonly reflected on local position listings used my managers. These positions may be captured in the IMD using the following procedures.

- ☐ Enter all standard position information, including the dual Position's Title.
- ☐ Set PRMK1 = 48
- ☐ Set Required and Authorized to zero. If the position is reportable under TAADS show "1" in Required and/or Authorized. These are limited to HNC.
- ☐ Enter "Dual Hat Position" or other like text in the **Pos Rmk** field for your reference.
- ☐ These positions will not be included in TAADS or FAIR reporting.

8. FEDERAL ACTIVITIES INVENTORY REPORT (FAIR)

8.1. REPORTING

A principal functionality of the IMD is the CERM-M capability to generate annual inventories. Key to reporting is the accurate representation of all positions in the IMD with their applicable CAFC and MMC code assignments. In addition to the inventories, the Strategic Sourcing Program Office relies on the IMD for information related to current and planned A76 competitions.

8.2. CAFC CODING

Guidance for assigning these codes is available on the [IMD help page](#).

8.3. MMC CODING

Accurate assignment of Manpower Mix Criteria (MMC) codes can be quite complex. The basis for assigning a code other than “R” (reviewable under A76) is based on a broad range of Exemption Decisions and other guidance. MMC codes are provided in [Appendix H](#). CERM-M is developing a simplified MMC coding guide to assist manpower officers. Pending publication, the following is provided to highlight USACE Core Competency Occupational Series.

Figure 5. 2002 Determination CIGA Coding Application

CAFC	Function Short Title	Occupational Series	Reason Code Application
Q220	Water Regulatory Oversight & Management (permit issuance, prescribing regulations, enforcing permit conditions)	00020, 00023, 00028, 00110, 00150, 00193, 00301, 00340, 00400s, 00800s, 01300s, 1801, 1802	E - Civilian Authority, Direction and Control (Grades => 12)
Q260	Civil Works Planning Production & Management	00020, 00023, 00028, 00100s, 000340, 00400s, 00800s, 01100s, 01300s	E - Civilian Authority, Direction and Control (Grades => 12)
Q440	Maintenance of Open Waterways for Navigation	04742, 05784, 07404 (in Branch WJ) 200 WG positions (Lockmaster)	Grades 01-16: X - Subject to competition under procedures other than A-76
Q520	O&M of Locks & Bridges	Normally 05426 (and 5318) 1 per system; 200 total USACE	E - Civilian Authority, Direction and Control
Q560	Operation & Maintenance of Hydropower Facilities	All Wage Series (all grades)	E - Civilian Authority, Direction and Control
Y220	National Mobilization & Emergency Preparedness Management	All positions	E - Civilian Authority, Direction and Control
Z145	Architect-Engineering – National Projects	00020, 00023, 00028, all 00100, 00301, all 00400s, all 00800s all 01300	E – Civilian Authority, Direction and Control (Grades => 13) X - Subject to Competition under procedures other than A-76 (Grades =< 12)

Figure 6. 2003 Determination CIGA Coding Application

Decision	Reason Code Application
USACE, Director of Real Estate (W1B7AA) (Z120)	E – Civilian Authority, Direction and Control
Chiefs of Real Estate Divisions in Division and District Engineers Offices and the Command positions (including Deputy Commanders) supervising them	L – Protected by Law, statute, treaty or agreement
USACE Chief of Staff, Director of Military Programs, Director of Civil Works, and Executive Directors in Division and District Offices	M – Restricted by DoD Management Decision
Positions that approve guidelines for use permits at Federal projects and procedures for operation of navigable waters (Q220)	E – Civilian Authority, Direction, and Control
(Conflict of Interest) Positions that serve as construction managers overseeing contracted construction work, project managers, Civil Works study managers, and senior operations managers overseeing waterway, flood control, and multi-purpose management systems (Z101, Z110, Q120)	M – Restricted by DoD Management Decision

Figure 7. Core Competency Occupational Series (OS)

OS	Series Title	OS	Series Title
00000	Interdisciplinary	00801	General Engineering
00020	Community Planning	00802	Engineering Technician
00028	Environmental Protection Specialist	00806	Materials Engineer
00101	Social Science	00807	Landscape Architecture
00110	Economist	00808	Architecture
00150	Geography	00809	Construction Control
00184	Sociology	00810	Civil Engineering
00190	Anthropology	00819	Environmental Engineering
00193	Archeology	00828	Construction Analyst
00340	Program Management	00830	Mechanical Engineering
00343	Program Management	00850	Electrical Engineering
00401	General Biological Science	00855	Electronics Engineering
00403	Microbiology	00905	General Attorney (in Real Estate Functions)
00408	Ecology	00963	Legal Instruments Examining (in RE Functions)
00414	Entomologist	01170	Realty
00430	Botanist	01171	Appraising
00434	Pathologist	01301	General Physical Science
00435	Physiologist	01310	Physicist
00457	Soil Conservationist	01315	Hydrology
00460	Forestry	01320	Chemist
00470	Soil Sciences	01350	Geology
00471	Agronomist	01360	Oceanography
00482	Fishery Biology	01370	Cartography
00486	Wildlife Biology		

9. TAADS PROCESSING

9.1. THE TAADS SCREEN.

The TAADS screen is a vehicle for updating the annual TDA (TAADS).

9.2. EDITING POSITION RECORDS IN TAADS.

All fields are editable in TAADS except for the following: paragraph number, personnel line, MMC, and CA Function Code. If the paragraph number or personnel line number need to be changed, the user must delete the inaccurate record and add a new record.

Changes are saved and an edit routine is run whenever the user clicks one of the navigation buttons. The record currently "up" on the screen is subjected to the edit routine, whether or not the user has made changes to the record. Certain required fields must be populated before a user can navigate out of a record. If the user navigates to another record without populating a required field, a prompt will appear stating "Required Field Error". After the user populates the missing field(s), navigation to other records will be possible.

If the user changes any record field and attempts to add a new record, open the **Edit PARNO** screen, enter the **Find Mode**, or quit the TAADS screen prior to saving the changes, he/she will be prompted to save the changes.

The user may search for a particular record or set of records - thus limiting the records among which to navigate - by conducting a "search" using the **Find Mode** and **Search** buttons on the toolbar *at the bottom of the screen*.

9.2.a. TO ACCESS THE TAADS SCREEN:

Connect to the main IMD screen and click on the **TAADS** button on the bottom of the IMD main edit screen. The gray TAADS screen opens over the IMD edit screen. While the TAADS screen is open the user is confined to functions in the TAADS screen until it is closed.

The TAADS tables in the database consist of paragraph (organization) and position records, and separate AMSCO and MDEP lookup tables for use only with TAADS. Because the Paragraph table records are used as an edit table when assigning paragraph numbers to positions, the user should update the paragraph table to reflect new organizations or changes in organization titles prior to editing position records.

9.2.b. TO BEGIN THE EDITING SESSION:

Select the MSC and the first number of the activity's opening paragraph number in "**Select PARNO**". Y1 is now permanently populated in the "**Select Year**" field.. (MSC HQ, FOA and Center Users: Note that while the IMD allows users to begin an editing session without entering a number in "**Select PARNO**", the TAADS screen requires *all* users to enter the first number of the activity's opening paragraph number in the "**Select PARNO** box to successfully execute a **Search**.) When all appropriate selection criteria have been entered,

click **Search**. *All* of the activity's position records, sorted by Paragraph Number and Personnel Line, are now available for editing. The first record appears in the editing window. Before editing the position records, make any necessary changes to the paragraph table.

9.2.c. TO OPEN THE PARAGRAPH TABLE FOR EDITING:

Click on the **Edit PARNO** button on the toolbar. This will open the **Edit PARNO** screen. Use the drop-down arrow in the **Select PARNO** box to select the beginning numeric character of the activity's Paragraph numbers.

Click the **Search** button. This will bring up the Paragraph records.

9.2.d. TO CHANGE A PARAGRAPH TITLE:

After opening the paragraph table for editing as described above, double-click in the **Para Title** field of the record you wish to edit. Modify the existing data. Continue to make required changes, then click the **Save** button.

9.2.e. TO ADD A NEW PARAGRAPH:

Open the paragraph table as described above. Make sure the beginning character of the paragraph number of the activity (district, MSC, etc) appears in the "Select PARNO" box in the search area. Click the **Add** button. Using the Activity drop down box, select the Activity requiring the paragraph addition. Enter the new Paragraph Number and Paragraph Title. Click **OK**. (Note: the **Save** edit routine will reject a duplicate Paragraph number or a number that does not start with the character entered for the **Search**.)

9.2.f. TO DELETE A PARAGRAPH:

After opening the paragraph table as described above, click in the paragraph record that needs to be deleted. Click the **Delete** button. The system will check to see if there are any position records in the database assigned to that Paragraph. If there are not, it will delete the Paragraph and generate a confirmation message. Click **OK** to close the message window. *If there are positions assigned to the Paragraph*, it will generate a list of the records. Click **Delete** if you wish to delete *the Paragraph and its position records* from the database. If you do not wish to have the Paragraph and its position records deleted, click **Cancel/Quit** to close the screen.

At the end of the editing session, the user should delete from the paragraph table any organizations that are no longer valid.

9.2.g. TO EXIT THE EDIT PARNO SCREEN:

Click the **Quit** button. This will return the user to the TAADS screen. At this time you must execute a new **Search** if you have deleted paragraphs that contained positions and wish to continue working in TAADS.

9.2.h. TO CHANGE A POSITION RECORD IN THE TAADS SCREEN:

- ❑ Move to the record you wish to edit using one of the following two options:
- ❑ Click the appropriate **navigation button** (First Record, Previous Record, Next Record, Last Record) until the desired record appears in the editing window, or;
- ❑ Click **Find Mode**. (Whenever the user clicks the **Find Mode button**, the user will automatically be given the opportunity to save changes. If the user has made any changes to the current record and does not save them at this time, the changes will be discarded.) A new screen will open, blank except for the entry in the MSC box. Enter the appropriate search criteria to locate a specific record or to limit the record set among which to navigate (e.g., you may limit the record set to the record having PERLIN = 25, or limit the record set to all records in the paragraph having MDEP = E314 and Para = 201). When you have defined your criteria, click **Search**. At this point, only the records that meet the search criteria are available for editing. (Note: if you wish to remove the search criteria, click **Find Mode**, then click **Search**. This cancels the search criteria and makes all the activity's records available for editing.)
- ❑ When you have located the record you wish to edit, make the necessary changes. For fields that have lookup tables, select an entry from the lookup table. For those that do not, type the data in the box. When you are finished, move to the next record you wish to edit. Certain fields are subjected to an edit routine upon attempting to save or navigate. The most common rejections are those that are caused by excessive field length or failure to enter data in a required field. When you have finished making changes, click **Save** if you wish to save changes to the current record, then click **Quit** to close the TAADS screen.

9.2.i. TO DELETE A RECORD IN THE TAADS SCREEN:

Navigate to the record or conduct a search to bring it to the editing screen. Click **Delete**. A confirmation message will be generated.

9.2.j. TO ADD A RECORD:

If HQUSACE provides guidance to contact CERM-M staff in order to add new positions, users won't be able to add new positions in the TAADS screen. If HQUSACE permits addition of new positions in the TAADS screen, then the user can accomplish the addition(s) by clicking **New**. (*Whenever the user clicks the **New** button, the user will automatically be given the opportunity to save changes. If the user has made any changes to the current record and does not save them at this time, the changes will be discarded.*) Enter the data, then click **Save**. (Note: if you wish to terminate the action prior to saving, click **Quit**, select "No" when you are asked whether you want to save the record, then reopen the TAADS screen to continue editing.) Continue the editing process until all the Y1 records are accurate and balance to the Y1 allocations.

10. REPORTS

10.1. OVERVIEW

10.1.a. GENERATING REPORTS

Reports are accessed using a standard COGNOS software tool – COGNOS Upfront. Only CERM-M can build and field reports. Users may generate those reports in COGNOS Upfront and view and print them in PDF (Portable Data File) format using the Adobe Acrobat Reader. (Note: While in the Reports screen the user is operating in a standard internet browser screen; thus the "back" and "refresh" buttons will function as they normally do in a browser window. To return to the main IMD screen, the user simply closes the report browser window by clicking on the "X" in the top right corner of the browser window.)

10.1.b. AVAILABLE REPORTS:

There are currently several reports available for viewing and printing. HQ CERM-M will continue to develop and field reports as the need arises. The two principal existing reports are:

- ❑ The Position Listing by Org (a "standard" manning document designed based on a composite of local manning documents submitted by various field activities)
- ❑ The FAIR Data Listing (a format designed to display the major data elements needed for reviewing FAIR data) There are also reports available to display the current contents of each of the IMD lookup tables except the UIC table. These reports all contain the words "Lookup Table" in the report names.

10.1.c. TO ACCESS IMD REPORTS:

Due to excessive costs to obtain a current version of COGNOS, our out-of-date version is only supportable by Netscape (version 4.7). A copy of this version Netscape may be obtained from the IMD Help page. Use this link to access the Reports. <https://137.161.234.104/cognos/cgi-bin/login.cgi>

- ❑ Enter the COGNOS Upfront/Query User id and password. Click the Log on button.
- ❑ Click IMD
- ❑ Click IMD Reports.
- ❑ Maximize the browser window if it is not maximized.
- ❑ Click the name of the report of your choice. (This starts report generation unless a prompt appears on the screen.) If prompted, choose the parent activity and, if you wish to view data for an individual district or MSC headquarters, enter the beginning numeric character of the activity's Paragraph numbers.
- ❑ Click FINISH.

The report will open in the Adobe Acrobat Reader. Once the Acrobat Reader opens, the Adobe toolbar should appear immediately above the report. (Note: all Acrobat Reader functions (including the print function) are executed by the icons in the Adobe toolbar. View or print the report (or specific pages of the report) as desired.) Click the "X" in the upper right corner of the browser window if you wish to return to the IMD main screen. If you wish to generate more reports, or to develop queries using COGNOS query, click the "Back" button on your browser until you arrive at the appropriate screen.

10.1.d. COMMON USER REPORTS/QUERIES:

Directories are established under the IMD directory for each Div/Dist/Center. A special directory "Common User Reports" has been created containing a variety of queries desired by the manpower community. Each query affords selection of the desired MSC and/or Activity eliminating the need for District specific queries. Data presented may be downloaded to the desktop for manipulation and charting. These include:

- ❑ FAIR Act Report (MSC/Dist): Some fields have been rearranged to better accommodate readability in this version of the FAIR act report.
- ❑ IMD Data Dump: All values accessible in the IMD table.
- ❑ Requirements & Authorizations by AMSCO
- ❑ Requirements & Authorizations by PARNO
- ❑ TAADS Summary: Civil & Military subtotals
- ❑ MMC Coding
- ❑ Vacancy Listing
- ❑ High Grades

10.1.e. CREATING QUERIES:

The IMD Query utility is a standard COGNOS query tool, accessible in COGNOS Upfront. Users may develop and execute ad-hoc queries using any field(s) in the IMD tables. Creating queries is a relatively simple process involving several steps.

- ❑ Click New Query Wizard – IMD
- ❑ Under "Available Subjects" to the left of the screen, click IMD. This will bring up the list of data fields (columns) available for querying.
- ❑ Enter the name of your query in the Query Title box. (Note: if you plan to save the query, be sure to prefix the title with your activity name (e.g., LRB...))
- ❑ Click the column name on the left to add it to your query screen on the right.
- ❑ Once you have selected your columns, you may manipulate them by using the tools below the query screen. The arrows move the columns up or down; the "X" deletes a column from the query; the a|e allows you to change the column title for your query.
- ❑ If you plan to sort or group your data, be sure to list the columns in the order in which you will sort and group them later.
- ❑ Click the Finish button to move to the next screen.
- ❑ Set the filter. Filters exclude the data you don't want to appear in your query results. The format of a column filter (called a "condition statement") is: Column Name <operator> value(s). You must enter the value(s) you wish to include or exclude. The value(s) must be stated exactly as they appear in the database, except that you may use the percent sign (%) as a wildcard where it is convenient and appropriate. The value in the query statement is case-sensitive.
- ❑ Once you have created a filter statement, click add to move it to the query screen. You may add as many filters as you wish, as long as they do not conflict.
- ❑ The most commonly used operators are like, not like, equals, not equal to, is null
- ❑ (blank), is not null. Always use "like" (not "equals") when building a filter against a text or alpha/numeric field. "Equals" is used for numeric fields only. You will notice, at this point, that a "filter" symbol has been added to the column titles of the field for which you have set a filter.

- ❑ Once you have created your filters, click the Sort TAB on the left of your screen, if you wish to create a sort order.
- ❑ Select the column(s) on which you wish to sort the data. After each selection click one of the first two icons below the left screen to indicate whether the sort is to be in ascending or descending order. As you set the sort, you will see a sort symbol appear on the selection screen and another appear at the top of the column on the query screen.
- ❑ At this point you may click the appropriate TABs if you wish to group or summarize data, to change the report format, or to take advantage of some of the more sophisticated tools offered in the "Advanced" option. Remember that most queries operate against the IMD data table, which is a record-by-record listing of your positions. There will be times when you will want your query to list only unique instances of a data value (such as a UIC listing). To eliminate duplicate values, click the Advanced TAB and check "Eliminate duplicates." (Information on advanced features of COGNOS Query functions is available in the COGNOS Query Help menu.) It is suggested that the user always change the default "rows per page" to at least "20" (below the "Cancel" button) for optimal viewing on the screen.
- ❑ Click the Run Query button to execute the query.
- ❑ Your query results should appear on the screen. Clicking on the single arrow below the last record number will take you to the next set of records; clicking on the double arrow will take you to the last record.
- ❑ Run your cursor slowly over the icons at the bottom of the screen. You will see that you can change the display format to crosstab, chart, etc. (when appropriate for the data set). You can change the filter by returning to the "filter screen" via the filter icon. You can also return to the "design" screen to redesign other elements of your query. You can export the query results to your computer to import to MS EXCEL or MS Access. You may also save your query language to the Newsbox on the server (choose NewsIndex/Personal NewsBoxes/mnpr2003's NewsBox/ as the default folder) to re-use it at later date. Since server space is limited, please limit your saved queries to complex queries that will be used on a regular basis.
- ❑ To delete a query you have saved but no longer need, click through the screens until your query name is shown in the right window of the Upfront screen.

10.1.f. QUERY RESULTS:

The results of a query are displayed on screen and may be exported to text (.txt), rich text (.rtf) and comma-separated delimited(.csv) formats.

- ❑ The (.txt) format fully preserves the standard formatting for alpha/numeric fields and can be imported into MS EXCEL or MS Access. This is a suitable format for exporting raw IMD data intended to be imported into MS EXCEL and MS Access for data manipulation.
- ❑ The (.rtf) format is appropriate for importing reports into a word processing application for printing.
- ❑ The (.csv) format can be opened directly in MS EXCEL, however it interprets any alpha/numeric field as numeric if it only contains numbers, (such as Para Number, Pers Line, Occ Spec or Series) and drops leading zeroes. However, if importing the file into a standard workbook, the fields may be defined as TEXT eliminating this problem.

11. APPENDICIES

Appendix A - IMD MAINTENANCE FORM ELEMENTS

Note	Field Name	Description	TAADS	ASIP	FAIR	Req.	Type	Size	Look up	COMMENTS
	MSC	Reporting MSC/District/Center/Lab/FOA (acronym)	Y			Y	A/N	*10	Y	AR310-49
#	MSC Name	Reporting MSC/District/Center/Lab/FOA (name)		Y						
#	Activity	MSC Headquarters/District/Center/Lab/FOA (acronym)								
	UIC_UICDR	DA-assigned Unit Identification Code or derivative unique to a MSC Headquarters, District, FOA, Center, or Lab . Most entities have two UICs – one civil-funded and one military-funded.	Y	Y	Y	Y	A/N	6	Y	AR310-49, JCS Pub 1-03.3
#D	UIC Type	Identifies UIC as M (Military) or C (Civil)	Y		Y ¹	Y	A/N	3-4	Y	
	PARNO	3-4 character code uniquely identifying the paragraph (org unit) within the MSC. (In “Search” screens, when prompted for a “PARNO”, the “PARNO” is the <i>first character of the Paragraph Number</i>).	Y		Y		A/N	4	Y	If 3 positions, all are numeric (use 2 leading zeroes for Para's 1-9). If 4 positions, position 4 must be alpha. User maintained table.
	Para Title	Name of organization associated with the Paragraph Number			Y	Y	A/N	*22		
**	PERLIN	Uniquely identifies the position within the Paragraph	Y		Y	Y	A/N	2-4		See ** below
	Supv	Supervisory code assigned in Modern					N	1		See Appendix F AR310-31, AR71-31
	Staco	Reserved		Y			A/N	6		
	SF52 #	Unique identifying number assigned to SF52 to track a personnel or recruitment action against the position					A/N	*7		
	SF52 NoA	Standard Form 52					A/N	*10		
	RQSTR	The number of affordable positions needed to accomplish the work.	Y			Y	N	4		AR310-49
	AUSTR	The number of positions authorized by HQDA and allocated by USACE/MSD Headquarters. (1 per each authorized position)	Y			Y	N	4		AR310-49
	Act Str	The number of positions currently filled				Y	N	4		
	Meo Str	Reserved					N	5,1		
***	PRMK1	Specific DA developed remark codes which define the position as having unique status or characteristics (for mobilization or other special purposes)	Y				A/N	2	Y	See Appendix B AR310-49, AR71-2
***	PRMK2	Same as above	Y				A/N	2	Y	Same as above
	PRMK3	Same as above	Y				A/N	2	Y	Same as above
	PRMK4	Same as above	Y				A/N	2	Y	Same as above
	PPSST	Position Personnel Security Status	Y				A/N	1	Y	See Appendix D

¹ FAIR reporting for this value may be derived from the AMSCO Fund Type field. Queries will be modified to capture this filed.

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Note	Field Name	Description	TAADS	ASIP	FAIR	Req.	Type	Size	Look up	COMMENTS
	PSIRQ	Personnel Security Investigation Required	Y				A/N	1	Y	See above
	PPSRQ	Position Personnel Security Requirement	Y				A/N	1	Y	See above
	Reserved Fair	3-character value identifying position status in A76					A/N	3		See Appendix K No COGNOS access
	SF52 #	Field for displaying Position Number					A/N	*7		Need increasing to 8 character
	SF52 NOA	Optional field for local use – excess field					A/N	10		
	Pos Rmk	Optional field for local use for position-related remarks	Y				A/N	*20		
***	Emp Rmk	Optional field for local use for personnel-related remarks					A/N	*10		
	Misc Rem	Field is to be used for an employee id	Y				A/N	*12		See Appendix G EMPL_NO cng to 9 chr
	Subcafc	Reserved – excess field					A/N	4		
	Fair rmk	Reserved – excess field					A/N	50		
	Detail Rmk	Available for notes & Vacancy info (Vice – Employee)					A/N	50		
	AMSCO	9-character DA code (mil) or USACE developed (civ) code identifying the program the position is funded by.	Y		Y	Y	A/N	9	Y	AR 37-100-XX
#D	AMSCO Fund Type	Identifies funding source as M (Military) or C (Civil)								Duplicate field - (see UIC Type above)
#	AMSCO Name	Name assigned to funding source (AMSCO)								
	SWCCD	3-position DA-developed code that identifies the functional activities performed by the organizational unit.	Y		Y	Y	A	3	Y	DA Pam 570-5
	MDEP	A DA term that identifies and delineates the resources that support a particular program (AMSCO).	Y			Y	A/N	4	Y	MDEP Dictionary DA Pam 5-XX
	Identity Code	DA Code that identifies the type of personnel.	Y			Y	A	1	Y	See Appendix E AR310-49
	MMC/CARC ²	Manpower Mixed Criteria – Formerly CARC	Y			Y	A	1	Y	See Appendix H
	CAFC	Code, similar to the SWC Code that identifies the functional activities performed by the organizational unit	Y		Y	Y	A/N	*5	Y	
	O_NAME	Employee Name			Y		A/N	*20		
	O_Step	Civilian pay step					A/N	2		
	O_Salary	Civilian Salary					N	*10		
	O_Pay_Basis	Indicates whether employee is paid on an hourly (PH), yearly (PA), or daily (PD) basis					A/N	2		
	PSNTL	Position Title	Y		Y	Y	A/N	*22		TAADS-R
B,D	FD	Functional Designator – excess field					A	1		Duplicate field - (see UIC Type above)
	Pos Tenure	Identifies position as permanent or temporary or special status, and work schedule as full-time or other.				Y	A	3	Y	
	Appt Type	SF52 – Civil Service Status of incumbent position					A/N	1		
	Branch/Pay Plan	Identifies the military branch of service, the duty detail for non-commissioned officers, or the pay category of civilian positions.	Y		Y	Y	A	2	Y	AR310-49

² Commercial Activities Reason Code (CARC) has been replaced with Manpower Mixed Criteria (MMC).

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Note	Field Name	Description	TAADS	ASIP	FAIR	Req.	Type	Size	Look up	COMMENTS
	ASI	Additional Skill required for the Position – Uniformed Mil only	Y				A/N	2-4		AR611-101, 112, 201
	Occ Spec or Series	Civilian Occupational Series or Military Occupational Specialty	Y		Y	Y	A/N	5-6		AR611/690 Series
	Auth Grade	Civilian grade or military rank authorized by DA/MS	Y		Y	Y	A/N	2	Y	
	Actual Grade	Grade or rank to which incumbent is currently assigned	Y			Y	A/N	2	Y	
	Org Code	CEFMS Organization Code					A/N	*8		
D	Fund Type	Optional – Identified position funding as Civil “C” or Military (M)					A/N	1		Duplicate field - (see UIC Type above)
	FTE	Local uses					N	5,4		
	Duty_Station_Code	SF52 – GSA or OPM location code assigned to the duty location				Y	A/N	*9-11		Must be loaded into CEFMS Duty_Station_Mstr table
	Duty_Location	City/county, and State or Country where position is located				Y	A/N	*20		See above
#	TAA/CPC Subprocess	DA-assigned code that HQDA uses in its process of developing Total Army force structure	Y				A/N	24		
#	HQ Opt 1	Optional field for HQ use					A/N	*8	Y	
#	HQ Opt 2	Optional field for HQ use					A/N	*8	Y	
#	HQ Rmk	Optional field for HQ use					A/N	*20	Y	
#	Flag	“Y0” denotes active IMD, “Y1” for TAADS Data	Y				A/N	2		
#	CCNUM		Y				A/N	6		AR310-49
Symbol Notes										
#	Headquarters-maintained element – does not appear in edit screens, but is available for querying									
*	Upper Limit									
**	The PERLIN number must be at least two characters, but no more than three in length. Positions 1 & 2 should always be numeric; a leading zero should be used for lines 1-9 (e.g., 01, 02, 03). If a third character is used, it may be alpha or numeric. An alpha character is generally used as a temporary device for maintaining the proper record order when changes have been made that affect the PERLIN numbers of other records in the Paragraph. Rules of reordering records within a paragraph are based on the military, supervisory or executive status, pay schedule, rank, grade and occupational series. The order for some of the more common is: 1. Organization Supervisor, 2. Uniformed Military, 3. SES									
***	In the event position requires 2 PMRK codes, enter the second in EMPL_REM field									
D	Duplicated values with common purposes. Only field required is FUND_TYPE, which is auto populated based on funding.									
B	Table field not shown on the Position Maintenance form.									

Appendix B - PERSONNEL REMARK FIELDS

RMK1	Description	RMK2	Description	RMK3	Description
11	Armed Pistol/Revolver	16	Also antiterrorism officer	CA	Civilian personnel administration (10)
36	Command Designated Pos	96	Validated Army Ed Req. Board (AERB) with adv civ degree one level higher than min. accession requirements	CB	Comptroller (11)
48	Dual Hat positions, liaison officers, and/or augmentations	97	Validated Training with Industry (TWI) Position	CC	Safety management (12)
49	Contractor personnel authorizations subject to funding avail (non-add)	EM	Emeritus	CD	Supply management (13)
80	DA Approved Exception to Id Interchangeability Policy	MP	Contractor	CE	Materiel maintenance mgmt (17)
89	Active Guard And Reserve (ARNG Only) Non-Add	RA	Key position - cannot be vacated during a national emergency or mobilization	CF	Engineers and scientists (resources and construction) (18)
91	Non-Army Position (Non-Add), Special Coding Required	RB	Emergency essential - civilian position located overseas or that would be transferred overseas	CG	Intelligence (security administration, GS/GM-080; GS/GM-1810) (19)
92	Active guard and reserve (USAR only) non-add	TV	Korean Emergency Essential Positions	CH	Quality assurance specialists (ammunition surveillance) (20)
		XA	TAA-09 Civilian Conversions	CI	Librarians (21)
				CJ	Public affairs and communications media (22)
				CK	Automatic data proc (23)
				CL	Transportation mgmt (24)
				CM	Communications (25)
				CN	Manpower and force mgmt (26)
				CO	Housing management (27)
				CP	EEO (28)
				CQ	Installation mgmt career field 29
				CR	Records management (30)
				CS	Education services (31)
				CT	Training (32)
				CU	Contracting and acq (14)
				CV	Quality and reliability assurance (15)
				DC	Critical army acquisition corps position
				DD	Non-Critical, Army Acquisition Workforce Civilian Position

Be advised that DA has an automated "Sort Remarks Routine" for PRMK1, PRMK2 and PRMK3 fields that the official TDAs are run through before publishing. This routine realigns

the remarks codes in the 3 fields in the order DA wants them in. As we have standardized the order we want the remarks codes in for query purposes, therefore the remarks codes in our official TDAs may be sequenced different than what is in the IMD.

The specific sort order DA uses is:

- ❑ (1st) **Non-Add remarks codes**, e.g., Active Guard Reserve (92), Contractor Personnel (49) Non-Army Position (91), etc.
- ❑ (2nd) **Numeric remarks codes**, e.g., (Command Designated Position (36), Validated Army Education Requirements (96), etc.
- ❑ (3rd) **Alpha remarks codes**, e.g., TAA codes (XA, AM), Manpower and Force Management Career Field (CN), Contractor (MP), etc.

The DA automated program logic moves from left to right through the 3 remarks fields, beginning with the PRMK1 (left-most) field; if there is no PRMK1, then PRMK2 moves into field 1, PRMK3 moves into field 2; if there is no PRMK1 nor PRMK2, then PRMK3 moves into field 1.

Please ensure that all remarks documented in the TDA are reflected in our IMD standard format. DA will automatically sort in their order when we provide our changes during the TDA update cycle.

Appendix C - POSITION TENURE

POSITION TENURE	DESCRIPTION
CEM	CONTRACTED EMERITUS
CME	CONTRACTOR MANYEAR EQUIVALENT
DAI	DEPT OF ARMY INTERN
FEX	FORMERLY EXEMPT
FTP	FULL TIME PERMANENT
FTS	FULL TIME SEASONAL
FTT	FULL TIME TEMPORARY
INT	INTERMITTENT
PTP	PART TIME PERMANENT
PTS	PART TIME SEASONAL
PTT	PART TIME TEMPORARY

Appendix D - CLEARANCE INDICATORS

PPSST	Description	PSIRQ	Description	PPSRQ	Description
A	Top secret with sensitive compartmented information	A	Special Background Investigation (SBI)	A	Critical Personnel Reliability Program (PRP) criteria
D	Top secret	B	Background Investigation (BI)	B	Five Year Investigation Recency Requirement
F	Secret	C	National Agency Check with Inquires (NACI)	C	Five Year Investigation Recency Requirement plus ten year scope
H	Confidential	D	National Agency Check plus 10 years continuous active duty	D	Controlled Personnel Reliability Program (PRP) Criteria
Y	None	E	National Agency Check (NAC)	E	Category One Presidential Support Criteria
		F	Entrance National Agency Check (ENTNAC)	F	Category Two Presidential Support Criteria
		Y	None	N	Automatic Data Processing Personnel Reliability Program (PRP) Criteria
				Q	Chemical Surety (Chemical Personnel Reliability Program) Criteria

1. **Position Personnel Security Status (PPSST)**: Specifies the highest level of personnel security eligibility for access to classified defense information required for a particular duty position.
 - ❑ For Top Secret (TS) with Sensitive Compartmented Information (SCI) use code A in PPSST with code A in PSIRQ and code B in PPSRQ. (This type clearance requires 5-year updates)
 - ❑ For TS use code D in PPSST with code B in PSIRQ and B in PPSRQ (This type clearance requires 5-year updates)
 - ❑ For Secret use code F in PPSST with code C in PSIRQ for civilians and code E or F in PSIRQ for military. (The old National Agency Check with Written Inquiries (NACI) was an investigation used for civilians only conducted by OPM and the Entrance National Agency Check (ENTNAC) was used for 1st time enlisted. The National Agency Check (NAC) was part of the old SBI/BI or was an update of the ENTNAC.
 - ❑ Otherwise use code Y (no special requirements)
2. **Personnel Security Investigation Required (PSIRQ)**: Specifies the type of personnel security investigation required for a particular duty position.
3. **Position Personnel Security Requirement (PPSRQ)**: Describes the special personnel security requirements for a particular duty position. (Specifies the age/recency requirement and/or scope of investigation for some positions; and nuclear/chemical/ADP personnel reliability requirements for other positions.)

Appendix E - POSITION IDENTITY CODES

IDENT	TITLE
C	Civilian personnel (male or female)
I	Interchangeable male or female enlisted personnel
K	Interchangeable male or female commissioned officers
P	Interchangeable male or female Warrant Officers
T	Contractor personnel (male or female)

Appendix F - SUPERVISORY INDICATORS

Code	Description
2	Supervisor or Manager ³
4	Supervisor (CSRA)
5	Management Official (CSRA)
6	Leader (FWS and one grade interval GS occupations)
7	Team Leader (two grade interval GS occupations)
8	Non-supervisory

Appendix G - EMPLOYEE IDENTIFICATION NUMBERS

The IMD maintenance form has a table field entitled “**Misc Rmk**”. Use this field to store the CEFMS EMP_ID_NO. The value may be found in your COGNOS queries in the field O_EMPL_ID.

Purpose: It is a near certainty that the end-state design of the IMD will contain a ACPERS/CEFMS interface facilitating electronically updating IMD position records. For any such interface to work, a discrete relation key will be needed. This key will be the CEFMS EMP_ID_NO. It is composed of the 1st-4 positions of the last name, 1st position for first name, and last 4 positions of the SSN (9-position value). CEFMS further ensures no duplication of this identifier exists within an FOA.

Appendix H - MANPOWER MIXED CRITERIA

MMC	MMCTITLE
A	Military Operations
B	Exemption for Military Support Elements in Operating Forces
C	Exemption for Civilian Support Elements in Operating Forces
D	Exemption for Military and Civilian Wartime Designations (Dual Status)
E	Civilian Authority, Direction, and Control of the DoD
F	Military-Unique Knowledge and Skills (USACE/Div Cmdr., CSM)
G	Exemption for Esprit de Corps & Military Support
H	Exemption for Continuity of Infrastructure Operations-Civilian
I	Military Augmentation of the Infrastructure During War
J	Exemption for Civilian & Military Rotation
K	Exemption for Civilian & Military Career Progression
L	Exempted by Law, Executive Order, Treaty, or International Agreement
M	Exempted by DoD Management Decision
P	Pending Restructuring of Commercial Activities
R	Subject to Review for Competition Under A-76 (incl. Mil not “F”)
W	Non-packageable Commercial Activity
X	Alternatives to A-76

³ Codes 1 and 3 were eliminated by the CPOC

Appendix I - CME/CEM DATA ELEMENTS

IMD Field	Required	Value	Descriptor
MSC	Y		
UIC	Y		
Paragraph	Y		Where assigned or COTR
Line	Y		After all civilian positions
Required Strength	Y	1	
Authorized Strength	Y	1	
Actual Strength	Y	1	On board
Personnel Remark 1	Y	49	Contractor, subject to fund availability
Personnel Remark 2	Y	MP/EM	Contractor/Emeritus
AMS	Y		Funding AMS, (if G&A/Dept distributed basis)
SWCCD	Y		IAW CAFC
MDEP	Y		
Identity Code	Y	T	Contractor Personnel
CAFC	Y		Same as peer Govt. position
Employee Name	Y		
Pay Basis	Y		Same as peer Govt. position
Position Title	Y		Equivalent to civilian counterparts
Position Tenure	Y	CME/CEM	Contracted Manpower Equivalent/Emeritus
Branch/Pay Plan	Y		Equivalent to civilian counterparts
Occupation Series	Y		Equivalent to civilian counterparts
Authorized Grade	Y		Equivalent to civilian counterparts
Actual Grade	Y		Equivalent to civilian counterparts
Org Code	Y		Where assigned
Duty Station	Y		Where assigned (GSA location Code)
Duty Location	Y		Where assigned (City, State)

Appendix J - COMPETITIVE SOURCING INDICATORS

1. The HQ Strategic Sourcing Program Office (SSPO) has expressed a need for identifying positions under an ongoing or completed A76 competition. Likewise, Div/Dist/Center Strategic Sourcing Project Managers (SSPjM's) have a need to keep track of these impacted positions. The field "Reserved Fair" is used to capture 3-character values denoting various stages/categories of competitions. The codes are:

"blank"	NOT impacted by an ongoing A76 Competition
A76	Identified as an impacted position by an A76 competition
MEO	Position assigned to a Government winning Most Efficient Organization
CGO	Position assigned to a Continuing Government Organization
CSP	Position assigned to a Contract Service Provider winning an A76 competition
EDL	M&RA Exemption Decision Letter from A76 competition
EIR	CSO Exclusion from A76 competition Issue Resolution Record

Appendix K - IMD/TAADS DB STRUCTURE

IMD Field Name	Type	Size	TAADS Field Name	Type	Size
MSC	VARCHAR2	10	MSC	VARCHAR2	10
UIC_UICDR	VARCHAR2	6	UIC_UICDR	VARCHAR2	6
PARNO	VARCHAR2	4	PARNO	VARCHAR2	4
PERLIN	VARCHAR2	4	PERLIN	VARCHAR2	4
LOCAL_PERLIN	VARCHAR2	4	PSNTL	VARCHAR2	21
PSNTL	VARCHAR2	21	PRMK	VARCHAR2	2
O_NAME	VARCHAR2	20	ASI	VARCHAR2	6
AUTH_GR	VARCHAR2	2	RQSTR	FLOAT	126
ACT_GR	VARCHAR2	2	AUSTR	FLOAT	126
POSCO	VARCHAR2	6	POS_REM	VARCHAR2	20
ASI	VARCHAR2	6	O_EMPL_ID	VARCHAR2	12
BR	VARCHAR2	2	TAA_CPC__SUB_PROCESS	VARCHAR2	24
IDENT	VARCHAR2	1	AMSCO	VARCHAR2	9
AMSCO	VARCHAR2	9	SWCCD	VARCHAR2	3
SWCCD	VARCHAR2	3	MDEP	VARCHAR2	4
MDEP	VARCHAR2	4	IDENT	VARCHAR2	1
RQSTR	FLOAT	126	CARC/MMC	VARCHAR2	1
AUSTR	FLOAT	126	CAFC	VARCHAR2	5
ACTSTR	FLOAT	126	BR	VARCHAR2	2
PRMK	VARCHAR2	2	POSCO	VARCHAR2	6
TAA_CPC__SUB_PROCESS	VARCHAR2	24	AUTH_GR	VARCHAR2	2
CAFC	VARCHAR2	5	ACT_GR	VARCHAR2	2
CARC/MMC ⁴	VARCHAR2	1	FLAG	VARCHAR2	2
O_SF52	VARCHAR2	7	PRMK2	VARCHAR2	2
O_SF52_NOA	VARCHAR2	10	PRMK3	VARCHAR2	2
O_FD	VARCHAR2	1	PRMK4	VARCHAR2	2
O_POS_TENURE	VARCHAR2	3	PPSST	VARCHAR2	1
DUTY_STATION_CODE	VARCHAR2	11	PSIRQ	VARCHAR2	1
DUTY_LOCATION	VARCHAR2	20	PPSRQ	VARCHAR2	1
O_EMPL_ID	VARCHAR2	12			
RESERVED_FAIR	VARCHAR2	3			
O_STEP	VARCHAR2	2			
O_SALARY	NUMBER	15,4			
O_PAY_BASIS	VARCHAR2	2			
O_ORG_CODE	VARCHAR2	8			
EMPL_REM	VARCHAR2	10			
SF52_REM	VARCHAR2	8			
POS_REM	VARCHAR2	20			
SUBCAFC	VARCHAR2	4			
FAIR_RMK	VARCHAR2	50			
DETAIL_RMK	VARCHAR2	50			
FTE	NUMBER	5,4			
MEO_STR	NUMBER	5,1			
STACO	VARCHAR2	6			
SUPV	VARCHAR2	1			
PRMK2	VARCHAR2	2			
PRMK3	VARCHAR2	2			
PRMK4	VARCHAR2	2			
PPSST	VARCHAR2	1			
PSIRQ	VARCHAR2	1			
PPSRQ	VARCHAR2	1			

⁴ Commercial Activities Reason Code (CARC) has been replaced with Manpower Mixed Criteria (MMC).

Appendix L - IMD MAINTENANCE FORM ELEMENTS

FIELD	DESCRIPTION	TABLE NAME	Adtl Info
MSC	Value assigned based MSC/FOA/CTR selected	MSC	
UIC	UIC or Derivative, table driven value	UIC_UICDR	
Para Number	Assigned by Manpower Officer	PARNO	
Pers Line	Assigned by Manpower Officer	PERLIN	
Supv	ACPERS Supervisory Code	SUPV	App F
Staco	ASIP Station Code – pending definition	STACO	
SF52#	Unassigned value – pending definition	O_SF52	
SF52 NoA	Unassigned value – pending definition	O_SF52_NOA	
Req Str	Required Strength (usually authorized)	RQSTR	
Auth Str	Authorized Strength	AUSTR	
Act Str	Actual Strength (on-board)	ACTSTR	
Meo Str	Unassigned value – pending definition	MEO_STR	
PRMK1	Personnel Remark – field 1	PRMK	App B
PRMK2	Personnel Remark – field 2	PRMK2	App B
PRMK3	Personnel Remark – field 3 (incl. career program)	PRMK3	App B
PRMK4	Unassigned value – pending definition	PRMK4	
PPSST	Position Personnel Security Status	PPSST	App D
PSIRQ	Personnel Security Investigation Required	PSIRQ	App D
PPSRQ	Position Personnel Security Requirement	PPSRQ	App D
Reserved Fair	Competitive Sourcing Indicator Codes	RESERVED_FAIR	App K
SF52 Remark	Unassigned value – pending definition	SF52_REM	
Pos Rmk	Unassigned value – pending definition	POS_REM	
Empl Rmk	Unassigned value – pending definition	EMPL_REM	
Misc Rmk	CEFMS Employee Identification No	O_EMPL_ID	
Sub Cafc	Unassigned value – pending definition	SUBCAFC	
Fair Rmk	Unassigned value – pending definition	FAIR_RMK	
Detail Rmk	Used to identify name of person vacating a position (vice)	DETAIL_RMK	
AMSCO	Table driven list of valid AMS codes	AMSCO	
SWCCD	Standard Work Center Code (Army is phasing out)	SWCCD	DA Pam 570-5
MDEP	Mgmt Decision Package – table driven, future link to AMSCO	MDEP	
Identity Code	Incumbent's governmental position type (civilian, officer..)	IDENT	App E
MMC	Manpower Mixed Criteria Codes (formerly CARC)	CARC	App H
CA Funct Code	Commercial Activities Function Code (table driven)	CAFC	CERM-M
Empl Name	Employee's Name (Last First MI)	O_NAME	
Step	Pay series step (GS, GG, W%) except CME	O_STEP	
Salary	Employee's salary (hourly or annual) except CME	O_SALARY	
Pay Basis	Basis for pay (per annum, per hour) except CME	O_PAY_BASIS	
Pos Title	Employee's position title	PSNTL	
Pos Tenure	Table drive 3-positon code denoting type position	O_POS_TENURE	App C
Branch/pay plan	Pay series (GS, GG, W%)	BR	
ASI	Unassigned value – pending definition	ASI	
Occ Spec Series	Civilian Occupation code, Military MOS	POSCO	
Auth Gr/rank	Max grade authorized for the position (upward mob, interns)	AUTH_GR	
Actual Grade	Current pay grade of position	ACT_GR	
Org Code	Organization code employee is assigned to	O_ORG_CODE	

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Fund Type	Civ/Mil funding designator – pending elimination	O_FD	
FTE	Unassigned value – pending definition	FTE	
Duty Sta Code	ACPERS GSA Location Code	DUTY_STATION_CODE	
Duty Location	GSA Location Code City/State	DUTY_LOCATION	